

## Word 2000: Level 2

**Course length:** 1 day

**Prerequisites:** Windows 95/98/NT 4.0 Introduction, and Word 97/2000: Level 1 or equivalent knowledge.

Upon successful completion of this course, students will be able to use section breaks to format a document and format text in columns; create, modify, and use tables as page-layout elements and sort table data; merge a document with data to make variations of one document; create, modify and use styles to affect the appearance of text; create and use templates, including the fax template; create, modify, and use macros; discuss Internet and Web features, create and edit a Web document, and preview a Web document in a browser.

### Course content:

#### Lesson 1: Sections

- Creating sections
- Newspaper columns
- Using sections to change page orientation.

#### Lesson 2: Tables

- Creating and formatting tables
- Working with table data
- Drawing a table

#### Lesson 3: Merging

- Creating a mail merge document
- Completing a main document
- Performing the merge
- Sorting and filtering merges
- Merging addresses into mailing labels

#### Lesson 4: Styles and AutoText

- Applying and displaying styles
- Creating custom styles
- Modifying and deleting styles
- Using styles to create an outline
- AutoText entries

#### Lesson 5: Introduction to Templates

- Templates at a glance
- Using templates
- Creating a fax cover sheet by using a template

#### Lesson 6: Introduction to Macros

- Running and recording macros
- Editing and testing a macro
- Custom toolbars

#### Lesson 7: The Internet and the Web

- About the Internet and the Web
- Creating a new Web page
- Adding hyperlinks to a Web page
- Adding graphical elements to a Web page